



Forney Fire Department Job Description

JOB TITLE: Staff Investigator/Inspector

JOB SUMMARY: Staff Investigator/Inspector is the initial classification within the Fire Marshal's Office. Individuals in this classification normally work under the supervision of a Deputy Fire Marshal/Fire Marshal. Primary responsibilities of a Staff Investigator/Inspector are to respond to fire related events to begin the investigative process, perform inspection duties, conduct plans reviews, and assist with other related fire prevention activities. Individuals in this classification must be proficient in driving the apparatus to which they are assigned, and knowledgeable of the location and operating procedures of all equipment assigned to that apparatus. Work is reviewed through direct observation by the immediate supervisor.

EXAMPLE OF DUTIES:

- Performs fire investigations to determine the cause and origin of fires; files criminal cases as appropriate.
- Inspects new construction and existing buildings and structures for fire alarms, fire sprinkler systems, gas installations, fire suppression systems, and related prevention and suppression devices to ensure compliance with applicable codes; initiates corrective actions as necessary.
- Reviews various construction and development plans; researches, reviews and interprets fire codes in relation to water distribution plans, fire alarms, fire sprinkler systems, gas installations, and fire suppression plans.
- Performs Certificate of Occupancy inspections on all new businesses.
- Educates the public about fire safety and fire prevention; makes presentations to schools, health fairs, businesses, and other groups; responds to citizen inquiries and questions regarding fire safety codes.
- Prepares a variety of reports as required by state and federal regulations and by department policies.
- Participates in pre-fire planning, prevention and inspection activities; becomes familiar with commercial building layouts, chemical storage, and hydrant and sprinkler locations.
- Identifies circumstances involving hazardous materials and facilitates proper response.
- Assists Fire Marshal/Deputy Fire Marshal with special projects as required.
- Performs other related duties as assigned.

REQUIREMENTS TO PERFORM WORK

Knowledge of: Current and accepted principles and practices of fire prevention and fire investigation; building and fire code enforcement principles; and proficiency in use of computers and related software programs; organizational policies and procedures including local, state and federal guidelines; geography of the City; EMS methods and practices related to level of certification.

Skills in: Communication, both in written and verbal forms; the preparation of clear and precise administrative reports; reading, comprehension, and interpretation of guides, plans, protocols, blueprints and maps; observation; firefighting and rescue techniques; application of EMS Protocols to guide appropriate patient care.

Ability to: Understand and follow oral and written instructions; react quickly and calmly to emergencies; establish and maintain effective working/living relationships with the public and other employees; prepare clear, accurate statements or reports; operate all types of firefighting equipment and apparatus he/she may be assigned to, or currently being trained in these KSA's.

Supervisory Controls: The Fire Marshal or Deputy Fire Marshal will assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with organizational policies and procedures and the intended outcome of the final results.

Guidelines: Include Supervisory instruction, the City of Forney Policy and Procedures Manual, the Forney Fire Department Policy and Procedures Manual, EMS protocols, and related state and federal laws, codes, and guidelines. These guidelines require judgment, selection, and interpretation in their application.

Complexity: The work consists of varied fire inspection, investigation, code enforcement, prevention and internal affairs duties. The varied nature of tasks and volume of calls contribute to the complexity of the position.

Scope and Effect: The purpose of this position is to perform fire inspections and investigations, along with code enforcement. Success in this position contributes to the safety of life and property conservation within the City of Forney.

Type of Contacts: Contacts are typically with coworkers, other city employees, elected and appointed officials, local business owners, non-profits organizations, EMS personnel, representatives of other local fire departments, law enforcement officials, and the general public.

Purpose of Contacts: Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

Physical Requirements: The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

Work Environment and Hazards: Inside/outside working conditions. The work is typically performed in an office, on locations, and at emergency and fire scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, irritating

chemicals, and a variety of potentially life-threatening situations. The possibility exists for exposure to all extremes of the environment; to toxic and non-toxic noxious odors, fumes, dusts, mists, and gases; and to extremes of heat from fire and all other hazards of firefighting including noise, machinery with moving parts, contagious or infectious diseases, and a variety of potentially life-threatening situations. Work requires the use of protective devices such as masks, goggles, and gloves as well as a variety of specialized tools and equipment.

Supervisory Responsibility: None

Minimum Qualifications:

- High School Diploma or GED
- Basic Firefighter Certification from the Texas Commission on Fire Protection.
- Basic Peace Officer Certification from the Texas Commission on Law Enforcement.
- Basic EMT Certification through the Texas Department of State Health Services.
- Basic Fire Inspector Certification from the Texas Commission on Fire Protection.
- Arson Investigator Certification from the Texas Commission on Fire Protection.
- Plans Examiner from the Texas Commission on Fire Protection, or ability to obtain within six (6) months of hire.
- Fire Instructor I from the Texas Commission on Fire Protection, or ability to obtain within twelve (12) months of hire.
- Possession of a valid Class “B” Driver’s License issued by the State of Texas or ability to obtain within three (3) months of hire.
- NIMS 100, 200, 700, and 800 completed within six (6) months of hire.
- Minimum of three (3) years fire prevention/investigation, or related experience.

To download the application:

<https://www.forneytx.gov/DocumentCenter/View/5261/Fire-Employment-Application---2021>

For questions, please contact Fire Marshal John Holcomb – jholcomb@forneytx.gov, or Fire Chief Derek Briggs – dbriggs@forneytx.gov
972-552-2211